

Mayor's Office

Department Description

The Mayor's Office provides the leadership and vision for the City of Columbus through the formulation of policies, delivery of city services, communication and outreach to citizens and the greater community. As the executive branch of government, the office advances the priorities of the Mayor to departments and citizens. The office is responsible for the coordination and monitoring of policies and programs designed to meet the goals of the Columbus Covenant.

Department Mission

To ensure the safety and prosperity of all citizens of Columbus through the Mayor's goals outlined in this document.

Strategic Priorities for 2003

The strategic priorities of the Mayor's Office are embodied in the Columbus Covenant – a strategic plan that outlines the seven major areas the city seeks to improve in order to move closer to the vision of becoming “the best city in the nation in which to live, work, and raise a family.” Those seven goal areas are:

- **Customer Service** – provide quality and efficient service delivery to customers using “best practices”
- **Neighborhoods** – engage and promote strong, distinct, and vibrant neighborhoods
- **Safety** – enhance the delivery of safety services
- **Economic Development and Technology** – provide an atmosphere that promotes job creation and economic growth in existing and emerging industries
- **Education** – encourage and promote participation in learning opportunities
- **Downtown Development** – develop a vibrant and thriving downtown that is recognized as an asset for the region
- **Peak Performance** – invest in all city employees and develop systems that support a high-performing city government

2003 Budget Issues

- The recommended budget for the Office of the Mayor allows for continued operation of the office. Funding has been maintained for personal service contracts to provide oversight of the city's Americans with Disabilities Act (ADA) compliance efforts, and the veteran's affairs liaison.

- Administrative and operational reductions were applied to the Mayor's Office in order to meet the target budget level. The office is committed to managing operations within these levels.

MAYOR'S OFFICE FINANCIAL SUMMARY

DIVISION SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Mayor's Office	\$ 1,961,759	\$ 1,854,143	\$ 1,672,604	\$ 1,701,506	\$ 1,629,959
TOTAL	\$ 1,961,759	\$ 1,854,143	\$ 1,672,604	\$ 1,701,506	\$ 1,629,959

DIVISION SUMMARIES BY CHARACTER

MAYOR'S OFFICE EXPENDITURES SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ 1,673,495	\$ 1,681,383	\$ 1,576,241	\$ 1,610,772	\$ 1,496,346
Materials & Supplies	54,659	18,249	18,300	8,671	18,300
Services	219,146	154,510	78,063	82,063	115,313
Capital	14,460	-	-	-	-
TOTAL	\$ 1,961,759	\$ 1,854,143	\$ 1,672,604	\$ 1,701,506	\$ 1,629,959

MAYOR'S OFFICE SUMMARY BY FUND					
FUND SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
General	\$ 1,961,759	\$ 1,854,143	\$ 1,672,604	\$ 1,701,506	\$ 1,629,959
TOTAL	\$ 1,961,759	\$ 1,854,143	\$ 1,672,604	\$ 1,701,506	\$ 1,629,959

MAYOR'S OFFICE PERSONNEL SUMMARY					
DIVISION	FT/PT*	2000 Actual	2001 Actual	2002 Authorized	2003 Authorized
Office of the Mayor	FT	24	18	19	18
	PT	1	1	-	-
TOTAL		25	19	19	18
*FT=Full-Time PT=Part-Time					

PROGRAM SUMMARY - MAYOR							
Program/Activity	Description	2002 Budgeted			2003 Budgeted		
		FT	PT	Proposed	FT	PT	Proposed
Mayor's Office Administration	The Mayor 's office serves to advance the priorities of the Mayor to departments and to citizens. As such, it coordinates the formulation of strategies and monitors the implementation of policies and programs designed to meet the goals.	3	-	\$ 386,775	3	-	\$ 569,022
Community Affairs and Administrative Operations	Responsible for providing quality customer service assistance to the citizens of Columbus and serves as the operational and administrative support team for the Mayor's Office employees.	8	-	657,305	8	-	421,321
Communications	Responsible for communicating to the citizens of Columbus; issues, programs and activities of city government that engage and promote safe, strong, and distinctive neighborhoods and provide for an atmosphere that promotes economic development and job creation.	3	-	266,718	3	-	259,352
Policy Office	The policy office is responsible for initiating and coordinating key mayoral initiatives. It conducts research, assists in legislative matters and intergovernmental affairs, and works to assure that departments are working together to meet administration goals.	4	-	361,806	4	-	380,264
TOTAL		18	-	\$ 1,672,604	18	-	\$ 1,629,959

